Program Description/Textbook or Print Instructional Material

Vendor:__Thomson Learning/Course Technology_Web Address:__www.course.com_____

Title: ___Microsoft Office 2000, Introductory Course_____

Author: __Pasewark_____ Copyright: _2000_____

ISBN: ____0-538-68824-6_Course/Content Area:__Vocational and Career Education; Business Program;
Computer and Technology Applications

Intended Grade or Level: _____9-12_____ Readability Level:_____7.8__(Flesch Kincaid)_____

List Price: ___59.95_____ Lowest Wholesale Price: _____44.25_____

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accomodations (Level One, Two or Three)_Level Three_____

If Level Two or Three, please provide rationale for not meeting Level One Compliance__It is _not _financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content
- Available with SAM 2000, Course Technology's new performance-based assessment solution.
- Takes a SCANS-correlated and skills-based approach.

Student Experiences
- Microsoft Approved Study Guide for the Microsoft Office User Specialist Program Certification Exam, core level (Word, Excel, Access, and PowerPoint).

Assessment
This comprehensive book covers the introductory concepts of Office 2000. Step-by-step instructions, screen illustrations, tips, notes, summaries, and simulations allow users to hone their critical thinking skills.

Organization
Unit 1. Introduction
Unit 2: Introduction to Microsoft Word
Unit 3: Introduction to Microsoft Excel
Unit 4: Introduction to Microsoft Access
Unit 5. Introduction to Microsoft PowerPoint
Unit 6: Introduction to Microsoft Outlook
Unit 7: Introduction to Microsoft Publisher and Microsoft FrontPage

Capstone Simulation

Resource Materials
Gratis Items To Be Provided And Under What Conditions
Electronic Instructor's CD/AIE (0-538-69379-7) Free 1 per teacher

Available Ancillary Materials
Activities Workbook (0-53868826-2)

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

*NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.*

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business

Title: Microsoft Office 2000 Introductory Course	
Publisher: Thomson-South-Western	
Item Evaluated: Textbook & Teacher Resource Package	
Copyright Date: 2000	**Evaluator: Stephen Johnson**
Content Level: 9-12	**Date of Evaluation: July 31, 2003**

Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
X Recommended by reviewers to State Textbook Commission
☐ Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business

Title: Microsot Office 2000 Introductory Course	Publisher: South Western

Technology Management Summary Data:	20 possible points	0 points earned

Technology Management Comments: Not Necessary

Technology Presentation/Interface Summary Data:	40 possible points	27 points earned

Technology Presentation/Interface Comments:

Content Summary Data:	44 possible points	22 points earned

Content Comments: Book is appropriate for a specific business software curriculum, but not for a general business class.

Instruction & Assessment Summary Data	52 possible points	44 points earned

Instruction & Management Comments:

Organization & Structure Summary Data	36 possible points	32 points earned

Organization & Structure Comments:

Resource Material Summary Data	40 possible points	36 points earned

Resource Material Comments:

Group V - Career /Technical & Vocational/Practical Living
Electronic Instructional Media Review Form
Stand Alone/Independent or Integrated Software for Business

Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____

Equipment (circle or change fill color)
- Windows
- Macintosh
- CD-ROM
- DVD
- Sound
- Other

If other, explain

Grade Level (circle or change fill color)
- Primary
- Intermediate
- Middle
- High

Audience (circle or change fill color)
- Individual
- Small Group
- Large Group

Format (circle or change fill color)
- Stand Alone/Independent
- Integrated
- Supplemental
- In lieu of basal test

Cost _____

_____single copy	_____site license
_____network version	_____school version
____lab pack of ___ copies	_____online

Type of Software: Check all that apply	_____Simulation	_____Management	_____Interdisciplinary	_____Problem Solving	____Tutorial
	_____Exploratory	_____Creativity	_____Drill and Practice	_____Critical Thinking	_____Utility	_____Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	0
Allows students to exit and resume at a later time.	0
Keeps a students performance record, where needed.	0
Allows control of various aspects of the software (e.g., turning sound off).	0
Allows for printed reports.	0
Comments: Not Necessary	**Total 0**

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	0
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	**0**
Comments:	**Total 27**

Content—Business	Rating
Career Experiences	4
Employability Skills	0
Teamwork	0
Global Perspective	0
Mathematical Skills	3
Communication	3
Diversity	0
Ethical Practices	0
Academic Integration	4
Real World Application	**4**
Content Area Concepts Addressed	4
Comments: Book would be appropriate for a software based class, not a general business class.	**Total 22**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	3
Engages Students	3
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	3
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	0
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	4
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	3
Comments:	**Total 44**

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	**Total 32**

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	0
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	4
Online resources available – New application materials.	4
Comments:	**Total 36**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable